## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Ma	anagement	Analyst, Managem	ent Syst	ems Divisio	on
3. Dept., Division, Subdivision & Administering Office Address  Department of Transit Operations  Division of Transportation	FOR RECORDS MANAGEMENT DIV Date Received Application No. JAN 1 0 1983 75-11-1			. Date Completed	
2775 East Ponce de Leon Avenue Decatur, GA 30309		1. Application			pplication No.
4. Person to Contact Ms. Julia Houston	5. Working	Title		6. 1	Felephone Number
	ne: 🗆 Ch	ange; 🗴 Supercade;	□ Voi	d	
8. Dates of Series 9. Records Series Title (followed by title us  Earliest Latest	sed in office	; if different)			
1960 Present Bus Mileage Card Fil  10. Division and Office Function What is the function of the Division and		which this record ser	ies is crea	ted?	,
The Transportation Division is charged public transportation to the citizens functions are operations, training, se operating divisions are responsible for and train operators and administrative responsible for providing a vehicle sa operators' driving skills. The trainin candidates into competent bus and train provides security for all MARTA-owned operators. The Central Radio section is	of the curity or main support of the curity pages of the curity pa	MARTA server, and radional radional radional radional responsional radional	vice con adec fety t dev ponsi Secu pass icati	area. munica quate section velops ible for irity sengers ions co	The primary ations. The force of bus on is and improves or developing section and
11. Record Series Description  This file contains the following documen Attach samples of the file.  Documents relating to: the operation mileage of route number, any mechani	buses	operator	name,	, badge	
time worked.  Included are: Bus Mileage Cards and daily Form # 0753.)	block	out sheets	- (B11	s Assi	gnment,
					• •
		<b>:</b>			
File is arranged: Chronologically, by date, by	work	shift divi	sion	•	
12. Monthly Reference Rate How often are records referred to which are:  One to six months old; Seven to twelve months old	<u></u>	Thirteen to turning	Aur	the old	
twenty-five months and older?		, rimt <del>eon</del> (O t <b>wenty-f</b> (	vur mont	ns old	· · · · · · · · · · · · · · · · · · ·
13. Annual Rate of Accumulation of Records  Letter-size drawers; Legal-size drawers; Shelves		; Other (specify) _	1		, \
3012 (3/76)	· · · · · · · · · · · · · · · · · · ·				

YES	NO	14. Questionnaire (Plac					
	1.10	a. Is this the officia					
X	]	If not, where is i		1			
				information requiries	g security handling? If yes, cite law		
	Х			; , , ,	s security handling? If yes, cite law	or regulation.	
	X	c. Is this a vital reco	ord?		1		
	X	d. Does this series h		a term resourch value	,,,		
	X				to keep the entire file for a long pe		
		scheduled separa	telv?	ин пинки и гиз озану	covers on course on to be point be	ricel, could these doc	uments be
	X	f. Is the informatio		eries ever published?	If was attach conv	· · · · · · · · · · · · · · · · · · ·	
	X	g. Is the information	n contained in this	eries ever analyzed a	nd/or recorded in a summarized rep		···
		If yes, attach cop			The second of the second second second	ortr	
İ	X	h. Is there a duplica	tion of this series in	your office, or in an	other office or agency?		
		If yes, where?		-			
	_ x	i. Is this series (or a	major portion of it	regularly microfilm	ed?		
	x	j. Does the record s			<u> </u>		
i, F	Retentio	on Requirements			s the series to be kept:		
		*** * * * <b>9</b> **			4.9		
а	. State	Law		. years.	d. Audit period		
b	. Statu	ite of limitation		. years.	e. Administrative need	10	years.
C	. Fede	rai law		years.	f. Federal retention instruction		years.
		•					years.
A	ittach c	opy or excert of laws or re	gulations. Explain a	dministrative need.			
		u Dispustition instructions	This agenc	v cocococococo de al-a	h	en e	
		d Disposition Instructions			he file series be cut off at the end o		
2	Hold		[ ] Calenda	ii Yeai; ☐ Fiscal Y	ear; Month1		then,
£ 28 20 1 □	Transi Transi Destro	in the current files area fer to local holding area; he fer to <b>State</b> Records Center by fer to State Archives for pe	Calenda monti old r; hold	n(s) year(s); then year(s); then	ear; Month1		then,
12 22 4 (1)	Transi Transi Destro	in the current files area fer to local holding area; he fer to <b>State</b> Records Center by	Calenda monti old r; hold	n(s) year(s); then year(s); then	ear; Month1		then,
12 12 12 13	Transi Transi Destro	in the current files area fer to local holding area; he fer to <b>State</b> Records Center by fer to State Archives for pe	Calenda monti old r; hold	n(s) year(s); then year(s); then	ear; Month1		then,
12 23 4 (1)	Transi Transi Destro	in the current files area fer to local holding area; he fer to <b>State</b> Records Center by fer to State Archives for pe	Calenda monti old r; hold	n(s) year(s); then year(s); then	ear; Month1		then,
12 12 12 13	Transi Transi Destro Transi Other	in the current files area fer to local holding area; he fer to <b>State</b> Records Center by fer to State Archives for pe	Calenda month old r; hold10  armanent retention.	n(s) year(s); then year(s); then	ear; Month1		then,
12 22 4 C	Transi Transi Destro Transi Other	in the current files area fer to local holding area; he fer to State Records Center by fer to State Archives for pe (Specify)	Calenda  1 month old 10  r; hold 10	n(s) year(s); then year(s); then	ear; Month1 year(s); then		then,
12 22 4 C	Transi Transi Destro Transi Other	in the current files area fer to local holding area; he fer to State Records Center by fer to State Archives for pe (Specify)	Calenda  1 month old 10  r; hold 10	n(s) year(s); then year(s); then	ear; Month1 year(s); then		then,
[¥] (28) (10)	Transi Transi Destro Transi Other	in the current files area fer to local holding area; he fer to State Records Center by fer to State Archives for pe (Specify)	Calenda  1 month old 10  r; hold 10	n(s) year(s); then year(s); then	ear; Month1 year(s); then		then,
[¥] (28) (10)	Transi Transi Destro Transi Other	in the current files area fer to local holding area; he fer to State Records Center by fer to State Archives for pe (Specify)	Calenda  1 month old 10  r; hold 10	n(s) year(s); then year(s); then	ear; Month1 year(s); then		then,
[¥] (28) (10)	Transi Transi Destro Transi Other	in the current files area fer to local holding area; he fer to State Records Center by fer to State Archives for pe (Specify)	Calenda  1 month old 10  r; hold 10	n(s) year(s); then year(s); then	ear; Month1 year(s); then		then,
	Transi Destro Transf Other	in the current files area fer to local holding area; he fer to State Records Centerby.  Ser to State Archives for period (Specify)	1 month month old 10 month old	year(s); then year(s); then	ear; Month1 year(s); then		then,
	Transi Destro Transf Other	in the current files area fer to local holding area; he fer to State Records Center by fer to State Archives for pe (Specify)	1 month month old 10 month old	year(s); then year(s); then	ear; Month1 year(s); then		then,
	Transi Destro Transf Other	in the current files area fer to local holding area; he fer to State Records Centerby.  Ser to State Archives for period (Specify)	1 month month old 10 month old	year(s); then year(s); then	ear; Month1 year(s); then		then,
(2) (2) (2) (2) (3) (3) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4	Transi Destro Transf Other	in the current files area fer to local holding area; he local holding area; he fer to State Records Centerby.  fer to State Archives for per (Specify)	1month old r; hold10  armanent retention.	year(s); then year(s); then tions of the series	ear; Month1 year(s); then		then,
ZAP	Transi Destro Transf Other	in the current files area fer to local holding area; he make the fer to easte Records Center by.  fer to State Archives for per (Specify)  ructions apply to all prior a (Inc.)	1month old10  r; hold10  armanent retention.	year(s); then year(s); then tions of the series	ear; Month1 year(s); then		then,
ZAP	Transi Destro Transf Other	in the current files area fer to local holding area; he local holding area; he fer to State Records Centerby.  fer to State Archives for per (Specify)	1month old10  r; hold10  armanent retention.	year(s); then year(s); then tions of the series	ear; Month1 year(s); then		then,
The APProvi	Transi Destro Transf Other	in the current files area fer to local holding area; he fer to state Records Center by fer to State Archives for pe (Specify)  (Inc. LS Depayment Records Mana  Must	1month old10  r; hold10  armanent retention.	year(s); then  year(s); then  year(s); then	ear; Month1 year(s); then  ons above/or write additional remar		Date 17 /2 9 /6 2
The APProvi	Transi Destro Transf Other	in the current files area fer to local holding area; he make the fer to easte Records Center by.  fer to State Archives for per (Specify)  ructions apply to all prior a (Inc.)	1month old10  r; hold10  armanent retention.	year(s); then  year(s); then  year(s); then	ear; Month1 year(s); then  ons above/or write additional remar		Date 12/29/92
The APProvi	Transi Destro Transf Other	in the current files area fer to local holding area; he fer to easte Records Center by fer to State Archives for pe (Specify)  (Inc. LS Department Records Mana Jivision Head/Designae	1 month old 10  r; hold 10  armanent retention.  licate briefly rational germent Officer	tions of the series  let for recommendary  Date    2/6/32   Date	ear; Month1  year(s); then  ons above/on write additional remar  Approved Legal Counsel		Date 12/29/92 1/2-2-
The APProvi	Transi Destro Transf Other	in the current files area fer to local holding area; he fer to state Records Center by fer to State Archives for pe (Specify)  (Inc. LS Depayment Records Mana  Must	1 month old 10  r; hold 10  armanent retention.  licate briefly rational germent Officer	tions of the series de for recommendari  Date    2-/68 2	year(s); then  Ons above/on write additional remar  Approved Legal Counsel  Approved Division of Audit  Control of Audit	ks):	Date 12/29/92 15-83
The APProvince	Transi Destro Transf Other	in the current files area fer to local holding area; he fer to easte Records Center by fer to State Archives for pe (Specify)  (Int.  LS  Department Records Mana  ivision Head/Designae  iedayment Records Mana  ivision Head/Designae	Calenda  1month old10  armanent retention.  Incate briefly rational germent Officer  WWW WWW.	tions of the series de for recommendari  Date    2-/68 2	pear; Month1  year(s); then  Outs above/on write additional remar  Approved Legal Counsel  Approved Division of Audit  January	ks):	Date 12/29/92 15-83 Date 15-83 Date 16-83
The APPLANTAGE	Transi Destro Transf Other	in the current files area fer to local holding area; he fer to easte Records Center by fer to State Archives for pe (Specify)  (Inc. LS Department Records Mana Jivision Head/Designae	Calenda  1month old10  armanent retention.  Incate briefly rational germent Officer  WWW WWW.	tions of the series de for recommendari  Date    2-/68 2	year(s); then  Ons above/on write additional remar  Approved Legal Counsel  Approved Division of Audit  Control of Audit	ks):	12/29/92 15/83 28/83

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## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Pr	epare in duplicate and forward to the Reco	rds Management	Analyst, Managemen	nt Systems Division
3. Dept., Division, Subdi	vision & Administering Office Address			AGEMENT DIVISION USE
_	f Transit Operations Transportation		\ Date Received	Application No. Date Completed
	nce de Leon Avenue	;	MAY 2 3 1980	75-11-A JUN 1 8 1980
Decatur, GA	30309		1. Application	2. Dept. Application No.
			•	
4. Person to Contact		5. Working	 Title	6. Telephone Number
	_			
Ms. Patti No. 7 Action Requested	lan		<del></del>	<del></del>
	ntion Schedule; record will continue to accumulat	te.	•	
b. Dispose of pres	ent accumulation; no further accumulation antici	ipated.		No.
c. 🚨 Amend Applica			ange; 💟 Supercede;	☐ Void
8. Dates of Series	9. Records Series Title (followed by	title used in office	; if different)	
Earliest Latest				
1960 Pres		le		
10. Division and Office Fo	unction What is the function of the Divisio	n and the Office is		
The Division	of Transportation provides be	us transit	services for	the MARTA service area.
A security set	rvice is provided for on the	Authority'	s buses and t	rains. The Division
Poschtron Sum	security for the Department'	s three gar	ages, grounds	and equipment and the
lisienn with	mit Building. Pursuant to p school officials, police dep	artments or	curity, this	Division maintains
TIGIDON WICH	school officials, police dep	artments an	id the courts.	
The Division	handles citizen suggestions a	and complai	ints regarding	transit operations.
The Division	conducts training programs fo	or operator	s, supervisor	s. dispatchers, and other
employees. T	his Division provides for th	e installat	ion and monit	oring of industrial and
public safety	procedures. A continuous p	rogram of s	safety trainin	g for operators is con-
ducted Accid	dents involving employees or	vehicles o	of the Authori	ty are investigated by
this Division	with the assistance of the		_	(CEE ATTACHED)
11. Record Series Descrip	tion This file contains the following do Attach samples of the file.	cuments (include i	form numbers and titles,	if any):
Documents relating to	The operation mileage of b	uses, opera	itors name, bad	ge number, route number,
	any mechanical problems no	ted by the	operator, and	time worked.
Included are:	Bus mileage cards only.		· · · · · · · · · · · · · · · · · · ·	
	bus mileage cards only.	• 1	· · ·	
			r.	
	,			•
			:	
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• 1				
File is arranged:		_		
· no is arranges.	Chronologically, by date,	by work shi	ft division.	
12. Monthly Reference R	ate How often are records referred to which	are:	<del></del>	
One to six months old	I; Seven to twelve months old.	•	; Thirteen to twenty-for	ur months old;
	nd older?	1	, , , ,	,
13. Annual Rate of Accur				
	; Legal-size drawers; S	Shalvae	Other languisted	
Ferrer site Glassers =		J1101763	, Other (specify)	• •
3012 (3/76)				
2016 (D//O/				

YES	NO	14. Questionnaire (Place an "X" in the proper column)	1 =
-	<del>                                     </del>	a. Is this the official copy of the series?	
Х	'	If not, where is it?	
·	1	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.	
	X		<del></del>
	X	c. Is this a vital records •	
<u> </u>	X	d. Doe this states have hibtorical or long term research value?	
[	X	e. When one or two documents in the fife make it necessary to keep the entire (de for a long period, could these documents be	:
L		scheduled separately?	· · ·
	X	f. Is the information contained in this series ever published? If yes, attach copy.	
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?	
	<b> </b>	If yes, attach copy.	
	X	h. Is there a duplication of this series in your office, or in another office or agency?	
<b>L</b>		If yes, where?	
L_	X	i. Is this series (or a major portion of it) regularly microfilmed?	
<u> </u>	X	j. Does the record series result in a computer printout?	
15.	Retent	ntion Requirements The following requires the series to be kept:	
j			years.
1		tatute of limitation	
Í	c. Fed	ederal law years. f. Federal retention instructions y	ears.
1			
1	Attach	ch copy or excert of laws or regulations. Explain administrative need.	
1	D - C	lononeo de mode por Cristi de Origina de la compansión de Cristiano de	
	кетє	Ference is made to: State of Georgia, Section 3-1002, 1003, 1004	
1			
<del> </del>		avaid Disposition Instructions. This aggrees aggreeneds that the file series he gut off at the and of such.	
16.	Appro	oved Disposition Instructions This agency recommends that the file series be cut off at the end of each:	
1		☐ Calendar Year; ☐ Fiscal Year; 🖔 OtherMonthly	_ then,
]			
	☐ Ho	lold in the current files area month(s) year(s); then	
1		ransfer to local holding area; hold year(s); then	
1		ransfer to State Records Center; hold year(s); then	
[		MARTA  Jestroy	
1	☐ Tra	ransfer to State Archives for permanent retention.	
1	□ Oil	Other (Specify)	
•		is file is used as evidence in suits involving personal injury or damage. The	
ł		cords aid in determining the operational safety of the buses.	• -
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1	These	se instructions apply to all prior and future accumulations of the series.	
l			
1		(Indicate briefly rationale for recommendations above/or write additional remarks):	
17	ДРРО	ROVALS	
	proved		ate
1	,	39 Frank VI Novan 5-1-40   Mounon Course Clin	150
A	proved	ed Dirision Heal/Designee Date Approved Division of Audit	dte
"		0.0 Lewise 5-5-83 1213ach 5/13	VFO
Ar	proved	Department Penti Designed Defe ) Approved Department of Archives and History	ate
1	(	11/10 June 5/7/8) 00 Canal Older + 6/1	8182
Ar	proved	Records Management Analyst Date Approved MARTA Management Advisory Committee D	ate J
ع	Sen	ma H. Finklin 5/9/80	
<u> </u>	1	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	U	<i>(</i>	

(593-02) 9 **marta** 

## PPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in dipli			nagement Ana						
3. Dept., Division, Subdivision & Administering Office Address				FOR RECORDS MANAGEMENT DIVISION USE					
Department of Transit				Date Received	Application		Date Cor		
Division of Transpora	tion	1	•	FEB 1 2 1975	75-	II FE	B 20	1975	
125 Pine Street	*			1. Application Date	2	Dept. Ac	oplication	No.	
Atlanta, Georgia			;	,			•		
4. Person to Contact		5, Working Ti	tle	•	· <u> </u>	6. Tele	ephone N	ο,	
Mr. C. L. White		Recor	ds Superv	isor		586-	5302		
7. ACTION REQUESTED					. •	•			
X ESTABLISH DISPOSITION S RECORD WILL CONTINUE	TANDARD; TO ACCUMULATE.			SE OF PRESENT ACCU BTHER ACCUMULAT					
8. Earliest & Latest Dates of Series	9. Exact Series Tit	le	,	, (					
1960 - Present	Bus Mile	eage Card	File						
The Division of Transpo A security service is p security for the Depart Pursuant to providing s police departments and The Division handles ci fare box revenues are c information service is The Division conducts employees. This Divisi public safety procedure ducted. Accidents invo	rovided for or ment's three of ecurity, this the courts.  tizen suggest ollected and provided.  training progroup on provides for some continuous.	n the Auth garages, g Division ions and c transporte rams for c or the ins	cority's by rounds are maintain complaints do by this experators at allation are of safe	ouses. The Dind equipment a liaison with s regarding treading treading treading treading, supervisors, and monitoriety training f	vision nd the school of ansit o so a 24 dispating of i or oper	provid Equita offici perati -hour chers, ndustr ators	les the blals, ons. schedu	All ule other	
11. This file contains the following documents relating to: The op	eration milea	ge of buse	es, opera	tors name, bad	ge numb	er, ro	oute n	umber,	
any me	chanical prob	rems noted	i by the c	operator, and	time wo	rkeu.		•	
Included are: Bus mi	leage cards o	nly.	fe		•	٠.			
	•								
File is arranged: Chronologically, by date, by work shift division.									
	, v				•				
	***	•		•					
	AT	TACH SAMPLE	S OF THE FIL	.E	ί				
12. Equipment Occupied No	o. of Drawers Cu.	Ft. of Records			No. of Dra	wers Cu	Ft. of R	ecords	
Letter-size File Drawers	4	6	Annual Rat	te of Accumulation	1 củ.	ft. r	per da	y	
Legal-size File Drawers	-27.11 1.0	, <del>p</del>	Floor Space Oc	ccupied (Square Feet)	1		torage Ar		
					This Year's	Last Year's	Preceeding Year's	All Prior Year's	
			AVERAGE D	AILY REFERENCES	2	, J	0 <	0	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain, .  YES NO	
13. [X] [ ] Is this the Record Copy of the series?	
14. [ ] [X] Is there a duplication of this series in another office or agency?	- 11 - 1 - 1
15. [ ] [X] Is the information contained in this series ever summarized or published. Attach copy.	
16. [ ] [X] Does the series contain classified information requiring security handling?	
17. [ ] [X] Does the series initiate, amend or terminate agency policies and procedures?	
18. [ X] [ ] Could the function be performed if the files were lost or destroyed?	
19. [ X] Is the series (or major portion of it) regularly microfilmed? If yes, why?	
20. [ ] [X] Does the record series provide data as input to an EDP file?	
21. [ ] [ X] Does the record series contain documentation produced as EDP printout?	
22. [ ] [ X] Has the Federal Government issued instructions governing retention/disposition of the	ese files?
23. [ ] [ X] Will there be a need for these records 10, 15 years from now? If yes, what?	
24. REQUIREMENTS. The following requires the files to be kept5years:	and the last transfer of the last and the la
a. [ STATE b. [ ] STATUTE OF c. [ ] AUDIT d. [ ] FEDERAL e. [ X] ADMINISTRATIVE LAW DECISION  '(Cite Law, Statute, or other reason for the retention requirement)	f. [ ] HISTORICAL VALUE
Reference is made to: State of Georgia, Section 3-1002, 1003,1004.	
25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of ea	ach
-[] CALENDAR YEAR -[] FISCAL YEAR -[X] Other (Monthly)	•
[   Hold in the current files area month(s)/ year(s): [ X] Transfer to [X] State Records Center [   Local Holding Area; hold year(s):	
[ X] Destroy. [ ] Transfer to Archives for permanent retention.	
Destroy immediately after cut-off.  Other: (Specify)	
	• •
(Indicate briefly rationale for recommendations above/or write additional remarks): This file is used as evidence in suits involving personal injury or damage. aid in determing the operational safety of the buses.	The records
,	
26. APPROVALS Approved Department Records Management Officer. Date / Approved, Legal Counsel	Date
Approved Division Head / Designee Date Approved Division of Audit	2-12-75
VODewale 1-30-75 William V. Caracile.	Date 1-28-75
Approved Department Head / Designee Date Approved MARTA Management Advisory Commi	ittee Date
Annal D. H.	
Approved Records Management Analyst Date Department of Archives and History Department	7y Date 2-19-75

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## APPLICATION FOR RECORDS DISPOSITION STANDARD

Item 10. (Cont.)

investigated by this Division with the assistance of the Division of Claims, to determine their cause, the existence of safety violations, and corrective and preventive action to be taken.

This Division operates the Authority radio system. It also develops and maintains the divisional and personnel records.